



# The Photographic Society of New Zealand Inc.

## PSNZ BY-LAWS

### By-Law 9. Regional Conventions

- (a) The Council has divided New Zealand into three regions. The Northern region is that part of the North Island north of a line drawn immediately north of New Plymouth to immediately north of Tolaga Bay. The Central region is the remainder of the North Island. The Southern region is the South Island.
- (b) In each region the Society shall conduct an annual Regional Convention which shall last not longer than 2 days and 2 nights.
- (c) Each Regional Convention shall be conducted by a member Club from the Region, appointed for that purpose by the Council – referred to hereinafter as the Organising Club.
- (d) The Convention shall be organised in accordance with the decisions of the Council the Councillor for National Conventions (CONC) and conveyed through the Co-ordinator responsible for Regional Conventions– referred to hereinafter as the CRC.
- (e) The Organising Club shall establish and operate a proper accounting system over the duration of their activities as the Organising Club. The following are particular requirements to be adhered to:
  - PSNZ is registered for GST and shall handle any GST matters relating to the Regional.
  - The Organising Club accounting system shall be run on a GST inclusive basis.
  - The Regional Registration form shall comply with GST legislation and regulations.
- (f) At least six (6) months prior to the Convention, the Organising Club shall submit a budget for the Regional to the CRC for approval. This budget shall be based on the guidelines and templates set out in the Regional Convention Manual.
- (g) The CRC shall promptly review the budget submitted by the Organising Club, and after obtaining such clarifications and/or changes from the Organising Club as he/she deem are necessary, shall approve the budget in writing.
- (h) Once approved, the budget for the Regional shall be the reference document for the management and control of the organisation and running of the Regional.
- (i) In the event that the Organising Club finds that it is likely that they will not be able to comply with the approved budget, the Organising Club shall forthwith so advise the

CRC, and shall as rapidly as possible thereafter submit their proposed revisions to the approved budget to the CRC, for approval.

- (j) The CRC shall handle any such requests for changes to the approved budget as quickly as possible, following the same procedures used for the original budget as set out in clauses 9 (g) through (h). Once approved, the revised budget shall become the approved budget and shall be used as the approved budget as specified in elsewhere in this By-Law.
- (k) The Organising Club shall close out the Regional as rapidly as possible on its conclusion. Not later than four (4) months after the Convention, the Organising Club shall submit through the CRC, an audited set of financial statements for the Regional.
- (l) In the event the Regional realises an overall net profit, this shall be shared equally between PSNZ and the Organising Club, with PSNZ's share of the profit being paid to PSNZ when the audited financial statements for the Regional are supplied to PSNZ.
- (m) In the event the Regional sustains an overall loss, PSNZ will underwrite that portion of the loss that relates to an income lower than budgeted in the last approved budget per clauses 9(h) & 9(j) above. In particular, PSNZ **will not** underwrite any portion of the overall loss that relates to total spending above the total cost levels approved in the last version of the approved budget per clauses 9(h) & 9(j) above, and such portion of the loss will be to the Organising Club's account.
- (n) Council may require that one Councillor shall represent the Council on the Convention Committee.